

Steger School District 194

Return to School Plan-Trimester 2

The State of Illinois is currently in Phase 4 of the COVID 19 Recovery Plan. All public and nonpublic schools in Illinois serving pre-kindergarten through 12th grade students must follow these guidelines.



Phase 4 of the Restore Illinois Plan allows for schools to reopen for in-person instruction. If the state were to regress to Phase 3 of the plan, all students would be required to shift to remote learning. Phase 5 of the plan, SD 194 would resume full in-person instruction. The health and safety of our communities is most important to us. Following the Illinois State Board of Education and Illinois Department of Public Health Guidelines in addition to monitoring our local COVID-19 metrics, our goals include:

- The safety of our Steger community- students, staff, and families, is our top priority.
- We will develop and implement a plan that can be flexible and responsive to the changing conditions of the pandemic and ultimately return to full in-person instruction.
- We will ensure safe and secure learning/work space conditions for all students and staff aligned with ISBE and IDPH recommendations. We will follow guidance from the Illinois State Board of Education and the Illinois Department of Public Health to inform our decisions moving forward.

IDPH Guidelines for Phase 4:

- Require use of appropriate personal protective equipment (PPE), including face coverings;
- Prohibit more than 50 individuals from gathering in one space;
- Require social distancing be observed, as much as possible;
- Require that schools conduct symptom screenings and temperature checks or require that individuals self-certify that they are free of symptoms before entering school buildings; and
- Require an increase in schoolwide cleaning and disinfection.

It is important to note that these requirements are subject to change pursuant to updated public health guidance and changing public health conditions.

- <https://dph.illinois.gov/countyschool?county=Will>,

The SD 194 Return to School Plan was created by several teams made up of district teachers, staff, and administrators. The teams included the Academic Team, SEL Team, Health and Wellness Team, Facilities Team, Operations and Social Distancing Team, Core Transition Team.

Learning Options

The structure of the school day will look different due to health and safety procedures that will need to be in place to prevent the spread of COVID-19 to students, staff, and their families to the greatest extent possible. The goal is to adopt and implement a plan that will minimize the spread of COVID-19, keep our students safe to the best of our ability, and continue quality education in any format the learning takes place in.

Families will choose either in-person or remote instruction for each of their students. The needs of each family are different. Some may not be comfortable with the idea of in-person learning or may have specific medical risks for students or family that make remote learning the better option.

Parents/Families will be given the choice of remote or in person instruction and will be committed to that decision for Trimester 2. Parents will be notified weeks before Trimester 3 with options for changing their choice for Trimester 3.

If COVID-19 cases increase within our district, or by direction of Illinois or ISBE/IDPH, we may move back to all remote learning, and will notify parents as soon as possible.

PLAN A- Trimester 2
November 16-February 26

- Hybrid- 4 hours in person, grab and go home lunch, 1 hour asynchronous learning at home (small group- synchronous if needed)
- Students attend school in-person 5 days per week, 7:50-12:00 p.m. CC, 8:00a.m.-12p.m.SIC/SPC. In addition, remote learning at home one hour daily
- Teachers schedule: 7:25 a.m. - 2:40 p.m.
- In-person class sizes will be limited to ensure social distancing, as much as possible, between students and staff.
- 5 hours instruction daily (synchronous and asynchronous)
- Students will receive a Grab and Go lunch and a breakfast for the following morning. Meals will be distributed at the end of the school day.
- Students and staff will be required to wear masks
- Parents/Families will sign a one time self-certification form guaranteeing their child is free of any COVID symptoms before sending the child to school each day.
- Staff will sign a one time self-certification form guaranteeing he/she is free of any COVID symptoms before entering the school each day.
- Students will remain in their classrooms and teachers will travel to classrooms to provide instruction as much as possible. Students will have their own supplies
- Increased cleaning, disinfecting, and hand washing
- Deep cleaning and disinfecting every day during school hours and after student dismissal
- Hand sanitizer readily available in all classrooms and throughout the school
- Classroom seating will be spaced and desks will face the same direction.
- Assigned paths of travel inside schools.
- Water bottle filling fountains will be open. Water fountains will be closed.
- Staggered classroom and bus arrivals and dismissals.
- Alternate entryways for arrival and dismissal.

Transition Week for In-person students- TBD based on numbers

November 16	November 17	November 18	November 19	November 20
GR PK/K, ² / ₃ , ⁵ / ₆	GR 1,4,7/8	Plan Begins		
Last Names A-H	Last Names I-Q	Last Names R-Z	Plan Begins	

Continuity of Learning

It is the goal for students to remain in their current classrooms. However, there may be possible class changes to maintain social distancing.

Students in-person and students at home will participate in the same curriculum so that students are exposed to the same content regardless of their learning location.

It is important that through our instructional model options our students are able to see their teachers in person or have live remote lessons.

Students working from home will view the same live lesson as students in class.

Teachers will instruct all students in their class in person and remote simultaneously.

Teachers will instruct from their building.

Meal Distribution

To minimize the spread of COVID 19, students will not be allowed to eat at school. The school day has been shortened in an attempt to keep our students and staff as safe as possible.

Students will be able to purchase a grab and go lunch each day at school. The lunch will be given to the students prior to leaving for the day. Parents will need to pre-order meals using the Meal Magic program. Normal meal rates will apply.

Technology

All students will be issued a district device for use during remote instruction and in-person learning.

The technology department will be available for connectivity and hardware questions or challenges. Students and families can email studenthelpdesk@sd194.org or call 708-753-8400 for support.

K through Eighth Grade will utilize Google Classroom to provide daily instruction and assignments.

Families without internet access at home should follow the district procedure to request a hot spot found on the SD194 website.

SD 194 has a Remote Learning page on its website. The link is found at the top left of the screen. Please visit the link to find information such as; Daily Remote Learning

Schedules, Google Classroom training, Remote Learning Information, ISBE guidelines, District Updates, and support.

Student School Day

The In-Person and Remote School day will be between the hours of 7:50/8:00 a.m.-2:30 p.m. Students will be expected to participate in live lessons, view pre-recorded lessons, and engage in independent work with their teacher(s) throughout the school day. Students will participate in Reading, English Language Arts, Math, Social Studies and Science. Specials will also be provided. Assessments and assignments to reinforce skills will be given. The State Superintendent has determined that Remote and Blended Remote Learning Days must ensure at least five (5) clock hours of instruction or school work for each student. Districts can be flexible in determining how to best meet the requirement in their own context by counting all learning activities toward the five (5) clock hours expectation. The school district reserves the right to modify the In-Person and Remote School Day as needed.

Attendance

Attendance will be taken daily. Student attendance is expected. In the event of any absence, the students' parent(s)/guardian(s) is required to call the school prior to the start of the school day and explain the reason for the absence.

Per ISBE, attendance must be taken daily. Student will be marked present if they:

- Are present for In-Person instruction
- participate in any of the live lessons
- demonstrate engagement through our digital resources (i.e. responding to teacher's discussion questions on the various platforms, logging to Google Classroom and completing independent assignments, etc.)

Teacher Availability

Teachers will hold office hours every day. This allows teachers to be available for students' and parents' questions for guided instruction, reteaching, or support.

Teachers will be expected to monitor and respond to questions individually or in a mass communication with electronic resources within the student school day 7:25 a.m -2:40 p.m. Teachers will use various means to stay connected with students including, but not limited to, Google Classroom updates, video conferencing, emails, personal phone calls, etc. Teachers will respond within 24-48 hours.

Social-Emotional Learning

The social/emotional well-being of our students and staff is equally important as academic learning. Our certified staff members will make every effort to support the social/emotional well-being of our students with personal phone calls, emails, virtual conferencing and weekly check-ins. SEL lessons and activities will be available for student participation. The district will provide training to staff to increase awareness of the impact of COVID-19 on students. Access to the school social worker will be made readily available and communicated to students and parents.

Professional Development

Professional Development in the form of in person, video tutorials and 1:1 planning with the learning coaches will be provided. On-going meetings and learning opportunities for teachers will be provided. Periodic questionnaires will be distributed to teachers to gauge technology, academic needs, and social-emotional learning.

Teachers have been provided training in required technology needed. All teachers have participated in a technology survey and have been provided a district issued computer and hotspot to work from home (if needed). If a teacher needs assistance, the district and technology department will provide any additional support that is needed.

Student Grading

Grades will be based on the district traditional grading procedures. Any changes will be communicated to parents. Students will be provided feedback and support for all work completed. In grades K-8 teachers will use Google Classroom to communicate progress on student work and assessments. All classes at Columbia Central will receive a letter grade. At SIC and SPC, letter grades will be given in Reading, English Language Arts, Math, Science (1-4). A Pass or Incomplete will be given in Specials classes.

Student Assessment

Teachers will prioritize the most essential standards and learning targets, and will create content to close gaps that may have occurred due to spring school closure. Teachers will differentiate instruction based on pre-assessment data for small group interventions. Teachers will identify the standards that were not covered during remote learning this past spring. When making determinations to fill in learning gaps, teachers will consider the following questions:

- Which essential standards were potentially missed or partially covered?
- What are the aligned essential standards at the current grade level?

- What are the skills required to master the potentially missed or partially covered standards?
- What is the timeline in which the standard will be covered?

Information from assessments taken this fall will be used to determine student learning gaps and target individual student needs. Additionally, data will be used to modify the anticipated curriculum and inform instruction to support students.

- Formative Assessments: The district's formative assessments for students in grades K-8 will be administered and may be taken for a grade during Remote Learning. These include exit tickets, quizzes, skills checks, daily assignments, etc.
- Summative Assessments: The district's summative assessments for students in grades K-8 will be administered during Remote Learning. These include outcome assessments, math module assessments, performance tasks, etc.
- Benchmark Assessment: MAP, The district's local benchmark assessment for students in grades 1-8 will be administered during Remote Learning. Aimsweb plus will be administered in Kindergarten during Remote Learning. Parents of K-1 students may be required to bring their child into school by appointment to complete the Fall MAP or Aimsweb plus.

Special Education Students, EL Students, and 504 Plan Students

Special education teachers play a vital role in the daily instruction of students with IEPs. During remote learning, special education teachers will continue to support students' IEP goals and services. Students eligible for special education or Section 504 will receive their lessons in the same manner as their peers via the District's website unless otherwise notified by the individual student case manager. English Learners will receive support from their EL teachers during the extended school closure. Our intervention specialists and student support specialists have worked together to create meaningful activities in a variety of modalities and will be available for students who have any questions, are exhibiting any difficulty, or need additional support. All staff will be using Google Classroom to provide engaging activities to support the students goals.

Daily Self-Certification

Parents/guardians of students attending SD194 schools are required to conduct health screenings of their students each day prior to sending them to school. The district will provide the parents with a checklist to assist them with the completion of this certification. The parent/guardian is required to complete and sign a one time form before their student enters the building on November 16. If this form is not completed, the student will remain in remote learning for Trimester 2.

By sending their child(ren) to school, parents/guardians acknowledge their student is not displaying any COVID-19 symptoms.

SD194 staff members are required to complete the same daily self certification and submit this to the district prior to November 16. Staff may not report to school if they are displaying any COVID-19 symptoms.

Extracurriculars and Field Trips

Field trips are suspended until further notice. We are currently using guidance from IESA to determine athletic and extra-curricular opportunities this year. These are delayed until further guidelines are available.

Infection Control **Classrooms**

Desks should be arranged to provide the greatest amount of distance between desks as possible. Students should be assigned to each desk, and not allowed to move about the classroom. Teachers may use floor markings to designate paths of travel to and from the door.

Classroom windows may be opened, when appropriate, to increase fresh air and ventilation into the room.

Each classroom will receive hand sanitizer. Teachers should build time into the schedule for frequent hand hygiene especially prior to entering/leaving the classroom.

Classrooms will be equipped with disinfecting supplies for use at the teacher's discretion.

Classroom technology should be assigned to each student. If technology is limited, teachers should provide for proper hand hygiene before/after use.

Personal items should not be shared amongst students and staff. Each student should maintain their own school supplies.

Hallways and Stairways

The number of students and staff in a hallway should be limited to the greatest extent possible.

Movement in the hallway should be scheduled/directed to prevent two-way movement.

Stairways should be designated up and down to prevent two-way movement.

Restrooms

Restrooms should be assigned to classrooms to ease contact tracing.

Restroom breaks should be scheduled to maintain social distancing to the greatest extent possible.

Signage promoting hand hygiene should be posted in every restroom.

Drinking Fountains

All drinking fountains will be turned off/closed until further notice. Drinking fountains with bottle fillers will remain available for filling reusable water bottles.

Exterior Areas

6 foot markers should be placed to encourage social distancing.

Procedures for Monitoring Symptoms of Students and Staff

Any student or staff member testing positive for COVID-19 and/or experiencing new onset of symptoms of COVID-19 not attributed to allergies or a pre-existing condition should stay home. For all absences, specific symptom reporting will be required. This information will be documented and shared with appropriate personnel and/or the county health department.

Students and staff missing work due to the presence of COVID-19 symptoms may not return to any district building until they have met the criteria to discontinue home isolation as described by the IDPH.

Symptoms include: Fever (100.4 degrees F or higher), new onset of moderate to severe headache, shortness of breath, new cough, sore throat, vomiting, diarrhea, abdominal pain from unknown cause, new congestion/runny nose, new loss of taste or smell, nausea, fatigue from unknown cause, muscle or body aches.

Students and staff may continue to work remotely during quarantine if able to do so.

New Symptoms while in the Building

Any individual who begins to experience COVID-19 symptoms while in the building shall:

1. Be immediately separated from the rest of the school population;
2. Be sent home

The District will activate proper quarantine protocols in conjunction with IDPH and Will County Health Department.

Areas of the school used by a sick person will be closed off for a period of twenty-four (24) hours and unused until proper cleaning and disinfection can occur. Additionally, the following will occur:

1. All windows in the space will be opened to increase air circulation
2. HVAC units in the space will be turned off

Responding to Confirmed Cases of COVID-19

In the event of a confirmed case within a district building, the areas used by the sick person will be treated in the same manner as listed in the section above. The district will notify appropriate health department authorities and follow all instructions. All students, staff, and visitors in the same work area as well as those that have been in close contact (within six feet for more than fifteen minutes) will be notified and be given instructions for self-monitoring.

Cleaning and Disinfecting Protocols

The district will increase the frequency of its cleaning and disinfecting to reduce the risk of exposure. The custodial staff will receive and follow training on recommended cleaning and disinfecting techniques following the CDC and OSHA guidelines.

The daily cleaning and disinfecting routine will include the following:

- High touch areas (door handles, light switches, pencil sharpeners, keyboards, hands-on learning materials, sinks, faucets, toilets, etc.)
- Non-high touch areas will be cleaned and disinfected each night
- An electro-static sprayer with disinfecting solution will be used to disinfect all surfaces nightly
- Disinfectant supplies will be distributed to each teacher for use as needed

Face Coverings

All students, staff, and visitors must wear a face covering at all times with the District's buildings even when social distance is maintained.

Accommodations will be made for any individual that presents evidence of medical contraindication, are under two years of age, are unconscious, incapacitated, or unable to remove the face covering without assistance.

In-person students that do not comply with wearing a face covering will be transferred to remote learning.

Face Coverings [Board Policies 4:182](#)

[Contact Tracing Procedures.docx](#)
[Student Absence Reporting](#)

Social Distancing

Students and staff should maintain social distancing of six feet to the greatest extent possible. Floor markings may be used in areas to help guide students and staff.

Transportation

All bus riders will be assigned a seat on the bus. Busses will load from back to front, and unload from front to back.

All riders must wear a face mask at all times.

No more than fifty people will be assigned to a bus at one time.

Access to School Buildings

Daytime access to school buildings will be restricted to essential personnel, essential visitors, and students. Outside organizations of 50 or less will be allowed access to buildings at night. Proper face coverings and adherence to the rules will be required of all visitors.

All essential personnel, essential visitors, and students will self-certify and verify they are free from all COVID-19 related symptoms prior to entering any district building. Additionally, essential employees, essential visitors, and students must also self-certify and verify they have not:

1. Suspected themselves to have COVID-19 in the last ten (10) days
2. Tested positive for COVID-19 in the last ten (10) days
3. Been in contact with someone who has tested positive for OR is suspected to have COVID-19 within the last fourteen (14) days

Any person who cannot self-certify and verify they are symptom free will not be permitted access to the inside of any district building and may not return until they can meet all of the criteria listed above.

Signage

Signage will be posted in highly visible locations that reinforce safety precautions and promote protective measures. Signage will be in both English and Spanish.

Signage at entryways and throughout the building will note:

- Persons exhibiting COVID-19 symptoms, with list of symptoms, should not enter the building
- Social distancing of six feet should be maintained to the greatest extent possible
- Face coverings must be worn at all times
- Shaking hands or other physical contact is prohibited at all times

District School Day Procedures

The school day will adhere to the Phase 4 ISBE and IDPH guidelines.

Daily Self Certification

Students and staff will have completed the required self certification form and will not come to school if displaying any COVID 19 symptoms.

Arrival

- Students should not arrive on school grounds earlier than 7:30a.m.
- Students should eat breakfast before coming to school.
- Supervision will be provided to ensure social distancing during arrival and dismissal times.
- Schools will assign different entrances to allow for social distancing (bus, walk, etc)
- Students and staff must always wear a face covering when they are in the building (unless medically exempt)
- Hand sanitizer will be available in every classroom and throughout the school as needed
- Once students enter the building they will go directly to their classroom. Student lockers will not be used. Pre K-4 students will place their belongings in a basket or container at their desk. 5-8 students will keep belongings in their backpack and coats on their chair.

School Day

- In all buildings, social distance signs and floor markings will be displayed in the classrooms, hallways and bathrooms.
- Students will remain in their classrooms as much as possible, teachers will move to classrooms.
- Student supplies will be stored at their desk or in their backpack. Students may not share supplies.

- Chromebooks and needed supplies will go home with students at the end of the day.
- Desks will be socially distanced, as much as possible.
- Students will eat lunch at home.
- Scheduled restroom breaks and increased hand washing
- Mask breaks - daily, outside if weather permits
- Students are encouraged to bring a water bottle.
- Staggered dismissal for social distancing

SAMPLE hybrid 5 days a week In-Person Schedule K-4
Schedule will be revised by building

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-8:00	Breakfast, homeroom, announcements, SEL				
8:00-10:00	ELA, whole group, small group, independent				
10:00-10:20	Special				
10:20-12:00	Math, whole group, small group, independent				
12:00-12:45	Dismissal, Grab and Go Lunch				
12:45-1:45	Remote- Science/Social Studies/Independent work, Interventions, specials				
1:45-2:30	Teacher work time				
1:30 Dismissal Wednesday					

SAMPLE hybrid 5 days a week In-Person Schedule 5-8
Schedule will be revised by building

	Monday	Tuesday	Wednesday	Thursday	Friday
7:30-7:50	Breakfast, homeroom, announcements, SEL				
7:50-8:30	Period 1				
8:35-9:15	Period 2				
9:20-10:00	Period 3				
10:05-10:40	Period 4				
10:45-11:25	Period 5				
11:30-12:00	Period 6				
12:00-12:45	Dismissal, Grab and Go Lunch				
12:45-1:45	Remote- SEL support, Independent work, Interventions				
1:45-2:30	Teacher work time				
1:30 Dismissal Wednesday					